

SUMMER 2022 LEGAL EXTERNSHIP REGISTRATION INFORMATION

Registering for an Externship/Securing a Supervisor:

- To register for an externship you must submit a fully [acceptance form](#) (signed by you and your supervisor) to [CORE](#) by **the priority and/or rolling deadlines**.
 - Priority deadline for Summer 2022 is **April 25th** (last day of classes)
 - Registrations will be accepted on a rolling, space-available basis until **May 6th**
- To submit your acceptance form to CORE:
 - Log into CORE and click on Scheduling/Research Center
 - Type your supervisor's name in the search box at the top
 - Click view next to your supervisor
 - Click Submit to Site Prospector on the top
 - Fill out the required fields and attach the form
- If your supervisor is not currently in our database, your supervisor must also submit an application. The [supervisor application](#) is accessible with the code SUPERVISINGATTORNEY. **This application, if needed, must also be submitted by the priority and/or rolling deadlines.** Note: all supervisors must be licensed to practice law for at least 5 years. Non-lawyers must have worked for at least five years in the relevant field. If you are not sure whether your supervisor is already approved, visit our [database](#) and run a search for the name.
- You should also waitlist for Externship (L5025) and, if you are a first-time extern, waitlist for Externship Seminar (L5031). CRN #s will be available on the summer schedule on the Registrar's website. We will remove you from the waitlists and register you once everything is submitted and approved by us. **Do not contact the Registrar regarding externship registration.**

First-Time Externs – Required Seminar AND Orientation:

- If you are a first-time extern in summer 2022, you are required to participate in a 1-credit seminar that aligns with your placement type in addition to your externship in the field. **All first-time externs are required to attend Orientation as part of their seminar requirements on May 19, 2022 from 9:00 am to noon. Format TBD.**
- This seminar requires attending and actively participating in a certain number of in-person group sessions and engaging in out-of-class reflective exercises. Specific information on seminar dates and times will be shared later in the spring via email and this document will be updated accordingly. All classes meet after 4pm.
- The online sign up for the in-person sessions will "go live" and be emailed **at 8:00 am on April 27** to all students who have uploaded their [signed acceptance form](#) to their CORE accounts on or before **April 25** (the priority registration deadline). You will not receive the link if you have not uploaded your form. Sign up is first come, first serve.

Externs Working More than 60 Miles from Denver Law:

- We are currently working through the seminar structure and requirements for out of state externs and much will depend on COVID-19 restrictions. If seminars are taught via ZOOM you will sign up for one of the existing seminars. If seminars are held in-person we likely will offer a front-loaded seminar on May 20 from 1pm to 6pm, so you should hold this date and time. The structure will be finalized later this semester.
- If you are working out of state or internationally, email externships@law.du.edu to secure preapproval.

Repeat Externs:

- Repeat externs include students who have successfully completed one externship through Denver Law (this would include students who are currently enrolled as spring externs, for example, or students who did an externship in an earlier semester through our program). Repeat externs are typically exempt from any future seminars after one externship but will engage in ongoing reflection as required by the ABA; you will receive a syllabus with detailed info at the onset of the semester. Note: repeat externs who choose to participate in certain specialty externship programs that run in fall/spring and have required seminars, will be expected to take such seminars.

Repeating at the Same Externship Placement MORE THAN ONCE:

- If a student wants to repeat an externship at the same placement, you can do this without any approval for one additional semester. However, if you want to repeat more than once (e.g. you are seeking a third externship at the

same office,) the Supervisor must submit a brief memo on how the externship will be substantially different and provide additional educational value with a second semester. Instruct supervisors to send this justification via email to externships@law.du.edu.

- Students are generally limited to two paid or unpaid externships for credit with the same placement. However, allowances for additional paid or unpaid externships with a placement may be permitted in limited circumstances. Email externships@law.du.edu to schedule a meeting to secure preapproval.

Paid Externships

- Denver Law permits students to receive pay and credit simultaneously. The externship office will contact you and/or your supervisor if we have any questions about your paid externship.

Externs Seeking 5 or 6 Field Credits

- If you fall into either of these categories, email externships@law.du.edu to secure preapproval. We want to ensure you understand your credit limitations and that you will have enough work and time to complete the hours.

Student Practice Rule

- If you will have 60 credits by the start of the summer semester and are working at a qualified nonprofit or governmental agency, you can be certified under the Student Practice Rule. **Complete this [Student Practice Rule form](#) and submit it to our office, signed, via email or in person. Do not submit it to the Registrar's office or the Dean's Suite.** It can take up to 3 weeks to process. Please plan in advance!